

~~SECRET~~

(When Filled In)

|  |  |  |                             |                         |
|--|--|--|-----------------------------|-------------------------|
| <b>SPEED LETTER</b>  |  | REPLY REQUESTED  |                             | DATE<br>28 October 1966 |
|  |  | <input checked="" type="checkbox"/> YES  | <input type="checkbox"/> NO | LETTER NO.              |
| TO : Records Management Officer, DDP/AF  |  | FROM: Chief, Records Administration Branch<br>Support Services Staff, DDS 25X1 |                             |                         |
| ATTN: <span style="border: 1px solid black; padding: 0 20px;"> </span> 7C-17, Headquarters   |  |  |                             |                         |
| <p>1. As you know, a shortage of file equipment still exists in the Agency, and we are attempting to release as many safes as possible for reassignment and reissue. The President has also extended his moratorium on the purchase of file equipment, and this makes it even more essential that we better utilize the equipment we have.</p> <p>2. If any Offices within your component are now storing unclassified catalogs, bound reports, supplies, forms, periodicals, and other materials in active file equipment, or in supply cabinets which occupy valuable office space, you may be interested in a new type of equipment which may be mounted on the top of filing cabinets or safe-files.</p> <p>3. The attached brochure from the General Fireproofing Company illustrates this new type of over-file storage cabinets. And while this company is not the only supplier of this equipment, this brochure was one immediately available; so, we are sending it to you as a matter of general information. Also, we have a piece of this equipment on display in Room 702, Magazine Building, which you may see at any time.</p> <p>4. I would appreciate your comments as to the utility or other aspects of the over-file storage cabinet idea. If you are interested in obtaining more information about this type equipment, let us know. If you are <span style="border: 1px solid black; padding: 0 50px;"> </span> should contact us for assistance.</p> <p>Att: Equipment Brochure</p> |  |  |                             |                         |
| <b>REPLY</b>   |  |  | DATE<br>25X1                |                         |
| <p>1. The 1966 Records Inventory for the DDP/Africa Division reflects 199.1 linear feet of background, reference and working papers. It also reflects 7 linear feet of various types of lists(machine runs) and 7 linear feet of blank forms. The reason most of this material is retained in safes is due to the fact that it is classified.</p> <p>2. I believe this type of over-file storage cabinet could be a real security hazard since the material retained therein would be covered by the sliding doors. It could be of great concern to the individual responsible for the "security check" of the office.</p> <p>3. I will query the various Branches and Sections and see if anyone could make use of this equipment and notify you of my findings.</p> <div style="border: 1px solid black; width: 200px; height: 100px; margin: 10px auto;"></div> <p>P.S. What do they cost?</p>  |  |  |                             |                         |
| SIGNATURE  |  |  |                             |                         |
| RETURN TO ORIGINATOR   |  |  |                             |                         |